

FILED
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STATE OF OKLAHOMA
EXECUTIVE DEPARTMENT
OKLAHOMA SECRETARY
OF STATE
EXECUTIVE ORDER 88-18

WHEREAS it is the mission of the State of Oklahoma to provide needed public services; and

WHEREAS it is also the State's responsibility to provide for the safety of its work force; and

WHEREAS the Administrator of the Office of Personnel Management has adopted rules setting out procedures for state employee time accounting and management when state offices are temporarily closed because of unsafe working conditions or when state services are temporarily curtailed because of hazardous weather conditions; and

WHEREAS I have certified these rules for promulgation pursuant to the emergency rules provisions of the Oklahoma Administrative Procedures Act; and

WHEREAS these leave policies are to be activated when the Governor or designated authority temporarily closes state offices because of unsafe working conditions or when the Governor or designated authority authorizes agencies to temporarily reduce services because of hazardous weather conditions,

NOW THEREFORE, I, Henry Bellmon, by the authority vested in the Office of the Governor by the Constitution and Statutes of the State of Oklahoma, do hereby order:

1. In circumstances where it is reasonably believed that the safety of employees in a state office is imperiled, appointing authorities are authorized to temporarily close a state office. Appointing authorities may designate local agency officials who may take such action.

2. When hazardous weather conditions impede or delay movement of state employees to and from work, non-essential agency functions may be temporarily reduced.

a. The Administrator of the Office of Personnel Management is authorized to make this determination for agency offices located in the Oklahoma City Metropolitan area after consultation with the Department of Public Safety and the Department of Transportation. The Administrator shall take appropriate steps to announce the decision. For purposes of this order, the Oklahoma City Metropolitan area includes Canadian, Cleveland, Logan, McClain, Oklahoma, and Pottawatomie Counties.

b. Appointing authorities of agencies having offices outside the Oklahoma City Metropolitan area are authorized to make this determination for areas outside the Oklahoma city Metro area. Appointing authorities may designate local officials who may make this determination.

c. Appointing authorities are authorized to determine which agency functions are essential, and are responsible for notifying employees who staff essential functions whether they are expected to work during periods of temporary reduction in services. Appointing authorities may designate local officials who may exercise these responsibilities.

3. Leave for employees affected by actions taken under this order shall be in accordance with rules adopted by the Administrator of the Office of Personnel Management.

4. Appointing authorities shall establish procedures as necessary to carry out this order.

5. The Administrator of the Office of Personnel Management shall adopt rules necessary to implement this order.

6. Appointing authorities shall report a temporary closing of an office or reduction in services to the Office of Personnel Management in such manner as the Administrator may prescribe. At the end of each fiscal year, the Administrator of the Office of Personnel Management shall submit a report to the Governor of actions taken pursuant to this order, including an analysis of the effectiveness and workability of this order and related Merit System rules.

7. This order supersedes Executive Order 88-2 issued on January 4, 1988.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, this 7th day of December, 1988.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Henry Beeman

ATTEST:

Hannah D. Atkins
Secretary of State